

# Chapter 8

## Reports

### Chapter Overview

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**Introduction**      A report generates a summary or display of information. This chapter addresses predefined, user requested reports. The modern DCPDS provides a range of inquiry and reporting tools, including over 600 system-generated and predefined user-requested reports.

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## Chapter Overview, Continued

### See Also



Module 1, Fundamentals of the Modern DCPDS

Chapter 7, Folders

Chapter 4, Dated Information and DateTracking

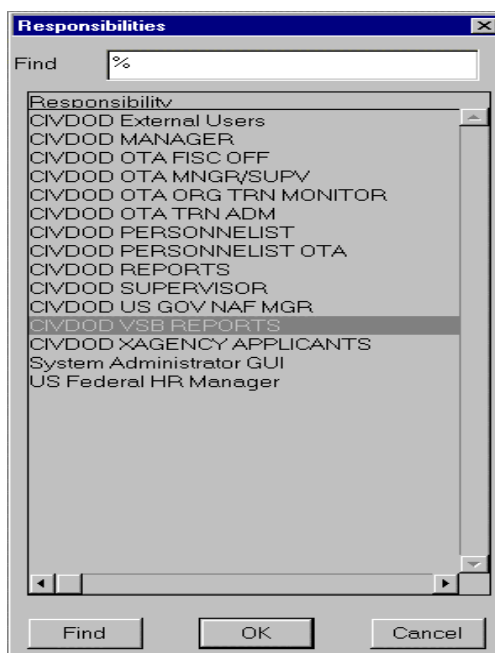
Chapter 11, Other Tools in the Modern DCPDS

Module 3, Processing Personnel Actions Using the Modern DCPDS

Module 8, Payroll Management in the Modern DCPDS

### Responsibilities

Your access to reports is based on your assigned responsibility and Component business rules.



### Terms

Term	Definition	Example
Ad Hoc	User-created reports using a query tool.	List of Vacant Positions
Batch Print	Process which causes daily execution of hard copy NPAs based on effective date following futures. May be executed any time during the day to produce an individual NPA. Performed by the System Administrator.	Promotion Change to Lower Grade Termination of Detail

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## Chapter Overview, Continued

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### Terms (continued)

Term	Definition	Example
Concurrent Processing	A feature that allows you to run a report or application at the same time you are using the system to process actions.  It runs reports and applications as concurrent processes. Your system administrator may control the scheduling of long-running processes; e.g., big reports to avoid overloading your system.	
Futures	Process which causes other reports to be executed. Should run nightly.	RPA Processing Mass Pay WGI
EUL	End User Layer. Encapsulates complicated sequel statements normally required to get the data into a user-friendly ad hoc query tool.	
Parameter	A report variable whose values you can change each time you run a report.	
SQL	Standard Query Language is an inquiry language used to access relational databases.	
Standard Request Submission	Predefined reports you can choose by entering a set of parameters when you submit the report. These reports run in batch mode, through concurrent processing.	Date Position Obligation expires.
Suspense	Managed by system administrator to produce daily transactions due on that date. Performed by the System Administrator.	NPA-Conversion Dates NPA-Termination of Appointment LWOP Expiration


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## Chapter Overview, Continued

### Report Types

The table below outlines the main categories of inquiry and reporting tools available.

Type	Explanation
Ad Hoc	You can create your own ad hoc reports by using modern DCPDS-compatible query tools. These techniques are not addressed in this User Guide. Talk with your system administrator for more information on creating ad hoc reports.
Civilian Serving Unit Application DataBase	You can also access the Civilian Serving Unit Application DataBase (CSU) database for predefined reports.
DateTrack History	You can view the changes to datetracked information over time through Dated Information and DateTracking (described in Chapter 4 of this module).
Inquiry Windows	These are primarily used for on-line viewing such as the RPA. Folders (described in Chapter 7) are included in this category.
System Generated Reports	These run automatically, based on business rules (same rules as in legacy DCPDS). Your system administrator determines when systems generated reports run (i.e., during the day, overnight, etc.). These reports include: <ul style="list-style-type: none"> <li>• Suspense</li> <li>• RPA Processing</li> <li>• Auto WGI</li> <li>• Payroll Reverse Interface</li> <li>• Mass Pay Process</li> <li>• Specific Record Conditions</li> </ul>
User Requested Reports	These are predefined reports available to you through a List of Values (LOVs), based on your logon responsibility (access privileges) and include: <ul style="list-style-type: none"> <li>• Individual Record Information</li> <li>• Payroll Interface Report</li> <li>• Personnel/Payroll Reconciliation Reports</li> </ul> <p> <b>Note:</b> Some reports are both suspense generated and user requested, i.e., Notification of Expiration of Overseas Tour.</p>

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## Chapter Overview, Continued

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### System Generated vs. User Requested Reports

System Generated	User Requested
Suspense	Individual Record Information
RPA Processing	Payroll Interface
Auto WGI	Personnel/Payroll Reconciliation
Payroll Reverse Interface	
Mass Pay Process	
Specific Record Conditions	

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### System- Generated Reports

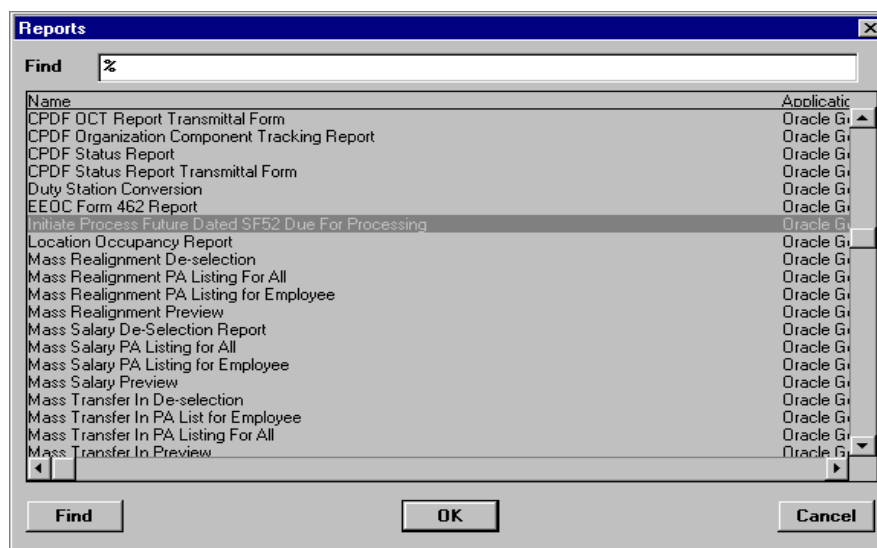
The System Administrator manages System-Generated Reports . The normal sequence is:

1. Run Suspense
2. Run Futures
3. Run Batch Print

The **Submit Requests** Window is the same for the System Administrators and Personnelists when requesting reports.

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### Sample List of System- Generated Reports



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## Chapter Overview, Continued

### Sample List of User-Requested Reports

The screenshot shows a 'Reports' dialog box with a search field and a list of reports. The search field contains '%'. The list has two columns: 'Name' and 'Application'. The 'Application' column for all reports is 'CIVDODHF'.

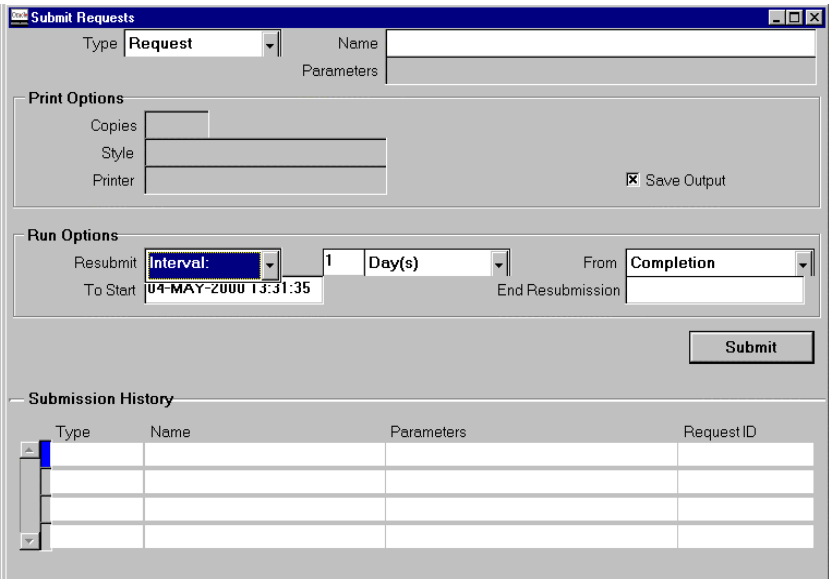

Name	Application
Acquisition Data (ACQCT1)	CIVDODHF
Acquisition Employee Career Brief (ACQBR1)	CIVDODHF
Advance Notice To Complete Action - Retirement Processing (RETKHK)	CIVDODHF
Advance Notice to Complete Action - Retirement Processing (To Civilian Pay) (PA)	CIVDODHF
Appraisal For Step Increase (WGI-04)	CIVDODHF
Career Brief - Retention Register Supplement (CARBRH)	CIVDODHF
Certification Of Investigation (INVEST)	CIVDODHF
Civilian Employee Utility Brief (UTBRF4)	CIVDODHF
Civilian Training Nomination (NOMRIP)	CIVDODHF
Completion Of Probation Period (TR-020)	CIVDODHF
Completion Of Probationary Period (TR-007)	CIVDODHF
Completion Of Probationary Period (To Supervisor) (AR-007)	CIVDODHF
Completion Of Probationary/Trial Period (REV-02)	CIVDODHF
Completion Of Supervisory/Managerial Probation Period (TR-019)	CIVDODHF
Completion Of Trial Period (TR-021)	CIVDODHF
Conversion Of Intermittent Employee(s) (XINTCV)	CIVDODHF
Current Status Of Employee's Security Clearance (SECNAV)	CIVDODHF
Date Position Obligation Expires (POBLEX)	CIVDODHF
Deletion Of Career Program Registration (DELCPR)	CIVDODHF
Education And Training Brief (EDTRBR)	CIVDODHF
Eligibility For Thrift Savings Plan Letter (TSPFER)	CIVDODHF
Eligibility Of Conversion To Career Conditional Appointment (CONHCP)	CIVDODHF
Employee Record Audit (RECAUD)	CIVDODHF
Employee's Notice Of Official Performance Rating Of Fully Successful (NV-002)	CIVDODHF
Employees Obligation Added (XOBLI1)	CIVDODHF
Employees Who Have Changed Obligated CPCNS (XOBLI2)	CIVDODHF
Evaluation Of The Job Analysis Process (JOBANL)	CIVDODHF
Expiration Of FERS Transfer Decision Period (FERSSS)	CIVDODHF
Expiration Of Travel Agreement (XTVLG)	CIVDODHF


At the bottom of the dialog box are three buttons: 'Find', 'OK', and 'Cancel'.

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## Chapter Overview, Continued

### Accessing the Submit Requests Window



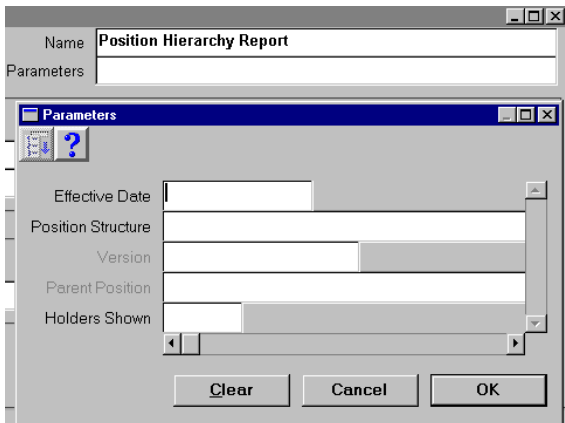


Step	Action
1	<p>From the <b>Navigation List</b>, click <i>Processes and Reports</i> → <i>Submit Processes and Reports</i> → <b>&lt;Open&gt;</b>.</p> <p>The <b>Submit Requests</b> Window displays:</p>  <p> <b>Note:</b> Use the table that follows to enter the appropriate information in each of the data fields of the <b>Submit Requests</b> Window.</p>

Region/Data Field	What to Enter
<i>Type</i>	<i>Request</i> should be displayed in this data field. If it is not, click the arrow  to the right of the data field to display the drop-down menu. From the menu click <i>Request</i> .

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## Chapter Overview, Continued

### Accessing the Submit Requests Window (continued)




Region/Data Field	What to Enter
<p><i>Name</i></p> 	<ul style="list-style-type: none"> <li>Click your cursor in the <i>Name</i> data field.</li> <li>Click the LOV  on the Toolbar.</li> <li>Click the name of the request (report or program) that you want to run from the LOV.</li> </ul> <p><b>Note:</b> The list of reports and programs from which you can select is based on your log-on responsibility.</p>
<p><i>Parameters</i></p>	<p>If you selected a report request that requires parameter values, a <b>Parameters</b> Window automatically opens. Parameters are values that restrict information displayed in your report request.</p> <p>◆ <b>Example:</b></p>  <ul style="list-style-type: none"> <li>Use the LOV  in the <b>Parameters</b> Window to select a value for each data field in the <b>Parameters</b> Window.</li> <li>Click &lt;OK&gt;.</li> </ul> <p>The <b>Parameters</b> Window closes and the parameter values display in the <i>Parameters</i> data field.</p> <p>◆ <b>Example:</b></p> 

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## Chapter Overview, Continued


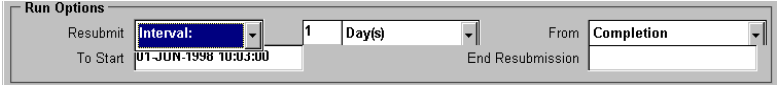
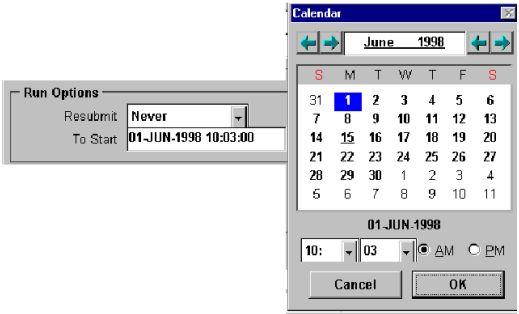
### Accessing the Submit Requests Window (continued)

Region/Data Field	What to Enter
<b>Print Options Region</b>	
<i>Copies</i>	If you want to print more than one copy, type in the number of copies you want to print.
<i>Style</i>	Click the LOV  on the Toolbar if you want to select a print style other than that which is displayed (some requests may have a required style option that you cannot change).
<i>Printer</i>	Click the LOV  on the Toolbar if you want to select a printer other than that which is displayed (some requests may have a required printer option that you cannot change).
<i>Save Output</i>	<input checked="" type="checkbox"/> Save Output An "x" in the <b>Save Output</b> check box allows you to view your report on-line. If you do not wish to view the report on-line, click the check box to deselect this option.
<b>Run Options Region</b>	
<i>Resubmit</i>	<p>In the <b>Run Options Region</b>, you define when you want your request to run.</p> <ul style="list-style-type: none"> <li>Click the arrow  to the right of the <b>Resubmit</b> data field to display a drop-down menu.</li> </ul> <div data-bbox="1052 1388 1365 1514" data-label="Image"> </div> <ul style="list-style-type: none"> <li>Click a resubmit value from the menu: <ul style="list-style-type: none"> <li><b>At</b> - if you want to run this report again, at a specific time.</li> <li><b>Interval</b> - if you want to run this report again, at a specific time <i>interval</i>.</li> <li><b>Never</b> - if you want to run this report just once (that is, if you do not want to specify another time for the report to run again).</li> </ul> </li> </ul>

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## Chapter Overview, Continued

### Accessing the Submit Requests Window (continued)

Data Field	What to Enter
<i>Resubmit</i> , continued	<p>If the resubmit value you select is <b>At</b> or <b>Interval</b>, additional data fields will display.</p> <ul style="list-style-type: none"> <li>If you select <b>At</b>, a <b>Time</b> data field displays. Type in the time of day you want to resubmit your request. This data field accepts values based on a 24-hour clock, using the format HH:MM:SS.</li> </ul> <p>◆ <b>Example:</b></p>  <ul style="list-style-type: none"> <li>If you select <b>Interval</b>, several new data fields display so you can specify the interval of minutes, hours, days, or months that you want to wait before the request is automatically resubmitted. You can also specify whether to count your interval from the requested start time of the request or from the completion time of the request.</li> </ul> <p>◆ <b>Example:</b></p> 
<i>To Start</i>	<p>Enter a start date and time to indicate when to submit the request. You can either type in a date and time or you can click the LOV on the Toolbar to enter the date and time using the calendar feature.</p> <p>◆ <b>Example:</b></p> 

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## Chapter Overview, Continued

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### Accessing the Submit Requests Window (continued)

Data Field	What to Enter
<b>End Resubmission</b>	If you have selected <i>At</i> or <i>Interval</i> in the <b>Resubmit</b> data field to specify a resubmission, you need to type an end date in the <b>End Resubmission</b> data field to specify when to end the resubmission of your request.
<b>Submission History Region</b>	
<b>Type</b>	Displays type of report.
<b>Name</b>	Displays Name of Report selected from the LOV.
<b>Parameters</b>	Provides a summary of parameters completed.
<b>Request ID</b>	<p>A <b>request ID</b> is automatically assigned to each request submission so that you can identify the results of the request when it is complete.</p> <p>You can use the Request ID to query for your request output in the <b>Concurrent Requests</b> Window.</p> <p>A new <b>request ID</b> is also automatically assigned to each <u>resubmission</u> of a request and displays the request ID in the log file of the previous request.</p>

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# User Requested Reports

## Purpose

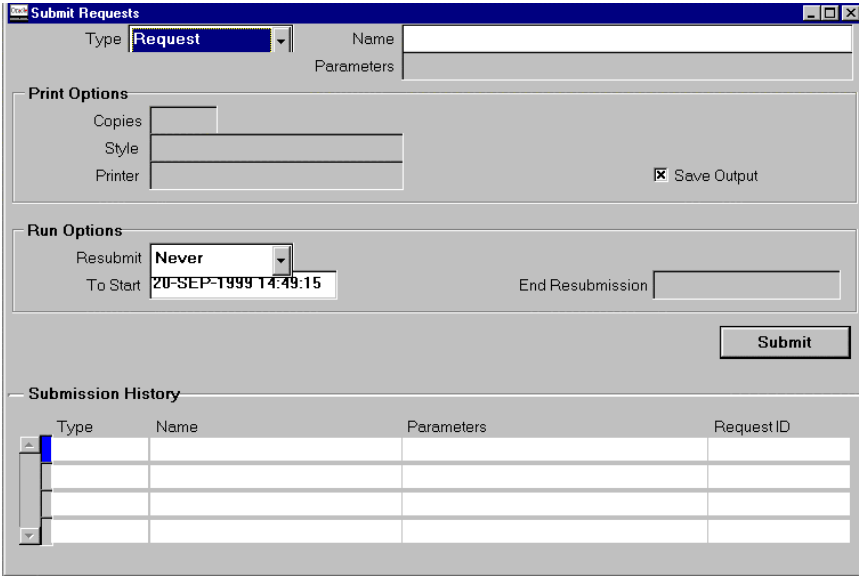
Using the **Submit Requests** Window, you can submit a request to run a report or program that can be:

- Run now or at a later time.
- Run automatically, at a frequency you specify.
- Run more than once, with different parameters each time.
- Viewed on-line.

## Submitting a User Requested Report



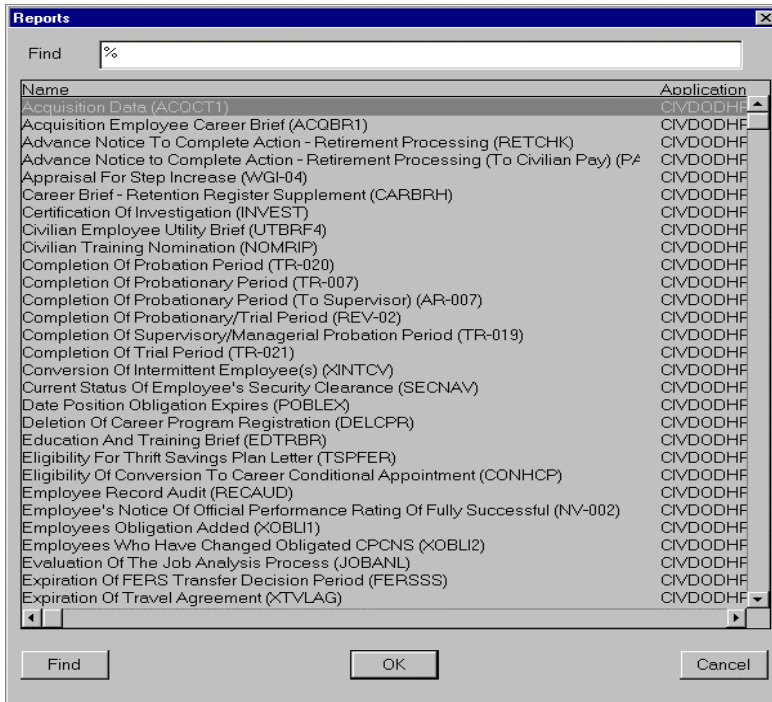

**Note:** Some reports cannot be run without using an SQL tool. The System Administer will be responsible for these reports.

Step	Action
1	After you login, select the role assigned to you for your responsibilities and click <b>&lt;OK&gt;</b> .
2	From the <b>Navigation List</b> displays. Click <i>Submit Processes and Reports</i> . Click <b>&lt;OK&gt;</b> .
3	<p>The <b>Submit Requests</b> Window displays. With your cursor in the <i>Name</i> data field, click the LOV for a list of all reports.</p> 

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## User Requested Reports, Continued

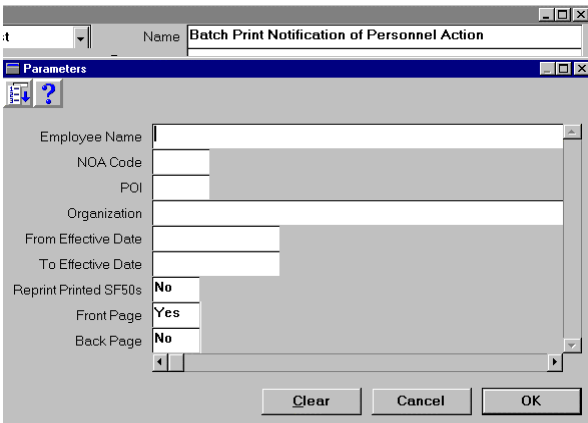
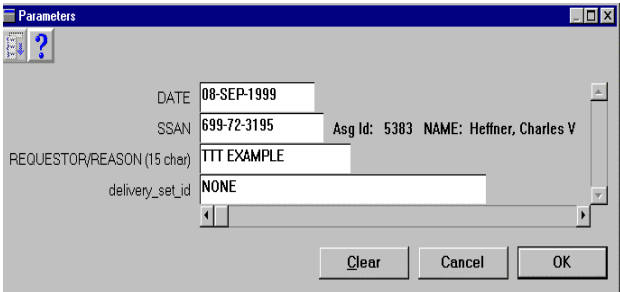
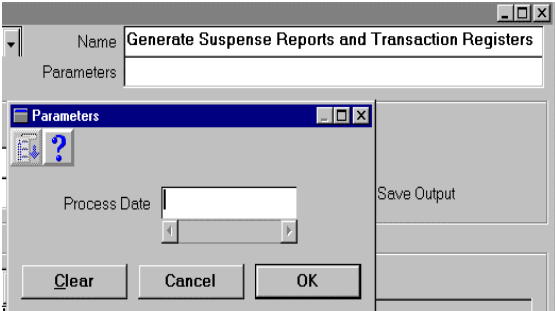
### Submitting a User Requested Report (continued)

Step	Action
4	<p>The <b>Reports</b> Window displays. Select the needed report and click &lt;OK&gt;.</p>  <p>The screenshot shows a window titled "Reports" with a search bar at the top containing the text "%". Below the search bar is a list of reports with two columns: "Name" and "Application". The "Name" column lists various reports such as "Acquisition Data (ACQCT1)", "Acquisition Employee Career Brief (ACQBR1)", "Advance Notice To Complete Action - Retirement Processing (RETCHE)", etc. The "Application" column lists the corresponding application for each report, mostly "CIVDODHF". At the bottom of the window are three buttons: "Find", "OK", and "Cancel".</p> <p> <b>Note:</b> Each report has a specific <b>Parameters</b> Window which displays when selected. Examples of sample <b>Parameter</b> Windows follow.</p>

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## User Requested Reports, Continued

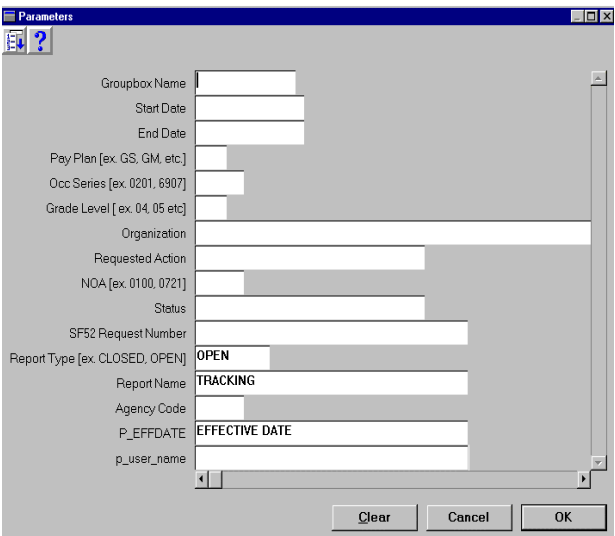
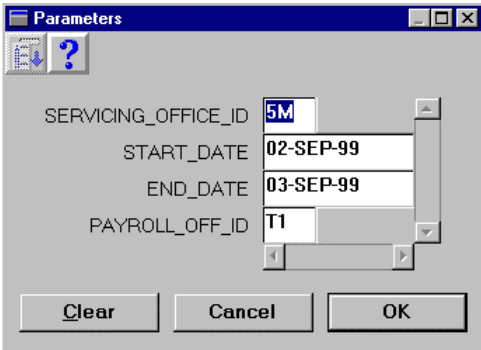
### Examples of Parameter Windows

Report	Parameters
Batch Print Notification of Personnel Actions	
Education and Training Brief	
Generate Suspense Reports and Transaction Registrars	

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## User Requested Reports, Continued



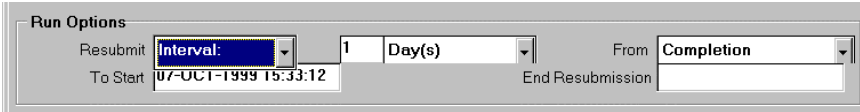
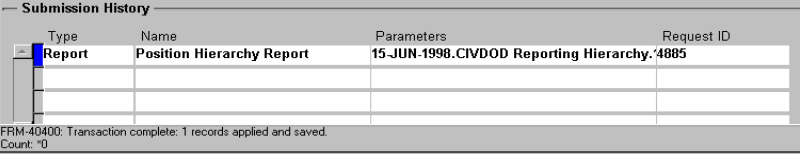
### Examples of Parameter Windows (continued)

Report	Parameters
52 Tracker	
Pay 500	

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## User Requested Reports, Continued

### Submitting a Request (continued)

Step	Action
5	Complete the appropriate data fields needed and click <OK>.
6	<p>The <b>Print Options</b> Region populates with 1 in the <i>Copies</i> data field, <i>Style</i> data field indicates Landscape, Portrait, etc., as determined by the report, and the <i>Printer</i> data field populates with your printer name. You can override these data fields.</p> <p> <b>Note:</b> If you want to view your output on line, leave the <b>Save Output</b> checkbox selected.</p>
7	<p>The <b>Run Options</b> Region populates with “Never” in the <i>Resubmit</i> data field. You can use the drop-down menu to change it to “Interval.”</p> <p> <b>Notes:</b> If you want the request to run more than once, select “Interval.” The first data field displays with <b>1 Day(s)</b>. This indicates you want to resubmit the request in 1-Day Intervals from the start date and time. Everyday from the <b>Start Time</b> the request will be submitted.</p> <p>If you select <b>At:</b> in the Resubmit data field, you can set the request to run at a specified date and time. The request will run every day at the specified time until you cancel the request or enter a date and time in the <i>End Submission</i> data field.</p> 
8	The <i>To Start</i> data field populates with the current date. You can override this data field.
9	<p>Click &lt;Submit&gt;. The <b>Submission History</b> Region populates with the four columns, Type, Name, Parameters, and Request ID.</p> 



## Viewing a Requested Report

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### Purpose

After you have submitted a report request, you may want to view its status. Or, if it is not scheduled to run yet, you may want to change some aspects of the request's processing options. You can view the status or change options through the following windows:

- **Concurrent Requests** Windows (summary and detail)
- **Requests** Window
- **Completed Requests** Window

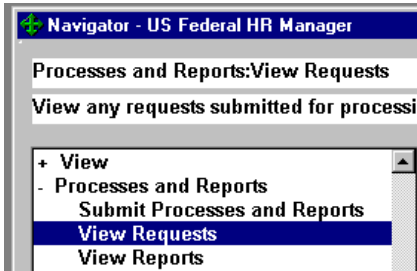
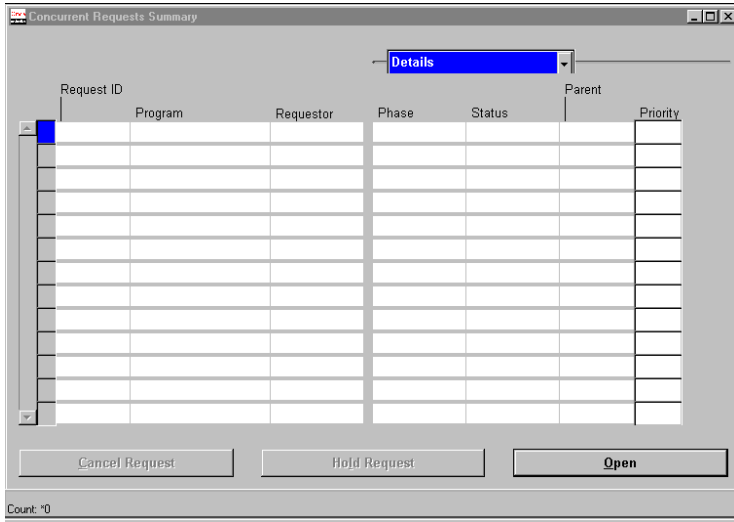
Viewing Window	Navigation Path	What You Can View
<b>Concurrent Requests</b> Windows - Summary - Detail	<b>Navigation List</b> → <i>Processes and Reports</i> → <i>View Requests</i> <i>Or</i> Main Menu Bar <u>H</u> elp → <u>V</u> iew My <i>Request</i>	Progress and output of all of your submitted concurrent requests, check to see if your request has run, and change aspects of a request's processing options.
<b>Requests</b> Window	<b>Navigation List</b> → <i>Processes and Reports</i> → <i>View Requests</i> → <i>Or</i> <u>H</u> elp → <u>V</u> iew My <i>Requests</i>	Progress and output of all of your concurrent requests that are scheduled to run in the next 24 hours, have completed within the past 24 hours, or are currently running.
<b>Completed Requests</b> Window	<b>Navigation List</b> → <i>Processes and Reports</i> → <i>View Reports</i>	Output of only your completed requests only.

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## Viewing a Requested Report, Continued

### Navigating to the Concurrent Requests Window


Step	Action
1	<p>To access the <b>Concurrent Requests Window</b>, from the <b>Navigation List</b> → <i>Processes and Reports</i> → <i>View Requests</i> → <b>&lt;Open&gt;</b>.</p> 
2	<p>The <b>Concurrent Requests Summary</b> Window displays:</p> 
3	<p>You will need to run a query to view the requests submitted. The table below describes this process.</p>

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## Viewing a Requested Report, Continued

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### Running a Query to View Requests

To View...	Do This...
Just Your requests	<ul style="list-style-type: none"> <li>Click <b>Q</b>uery → <b>R</b>un from the Main Menu Bar. <i>Or</i></li> <li>Click [F8].</li> </ul>
All requests	<ol style="list-style-type: none"> <li>Click <b>Q</b>uery → <b>E</b>nter from the Main Menu Bar. <i>Or</i> Click [F7].</li> <li>Type the percent sign (%) wildcard character (your cursor should automatically be in a data field).</li> <li>Click <b>Q</b>uery → <b>R</b>un from the Main Menu Bar. <i>Or</i> Click [F8].</li> </ol> <p> <b>Note:</b> Your ability to view the requests of other users is based on your report access level, which is established by your system administrator.</p>

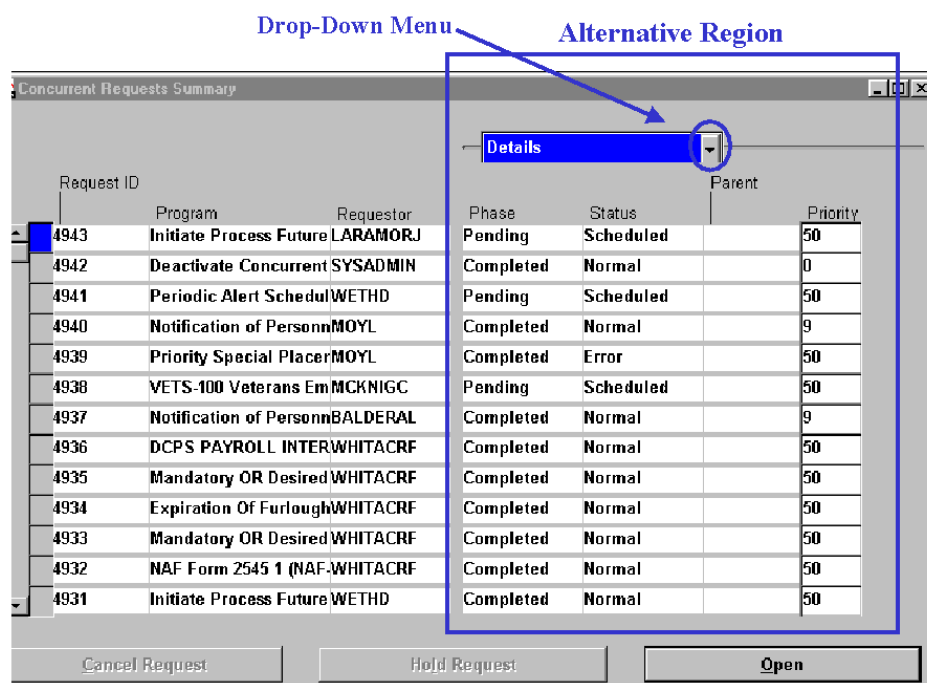
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## Viewing a Requested Report, Continued

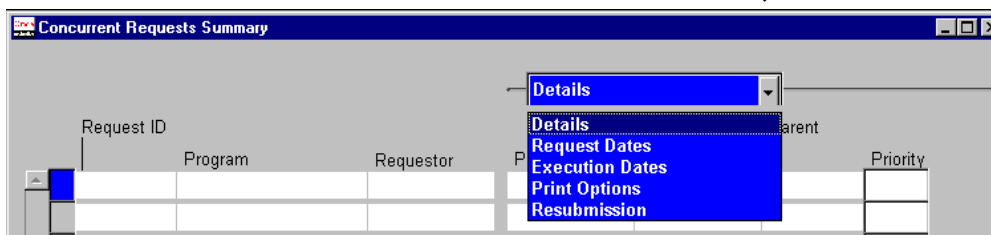
### Viewing Information in the Concurrent Requests Summary Window

After you run a query, you will see a list of requests, including the Request ID, the title of the report or program, and the name of the requester.

The right side of the **Concurrent Requests Summary** Window is called an “alternative region.” There is a drop-down menu that, when clicked, displays alternative information categories that will display additional information about the requests.



Click the drop-down menu arrow ▼ to the right of “Details” in the alternative region. A list of alternative information categories will display.

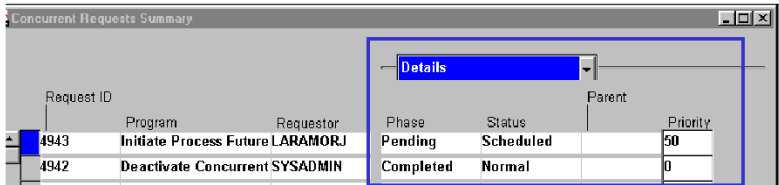
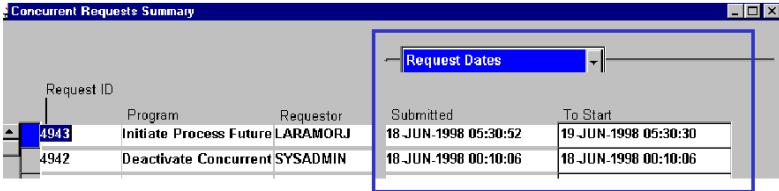
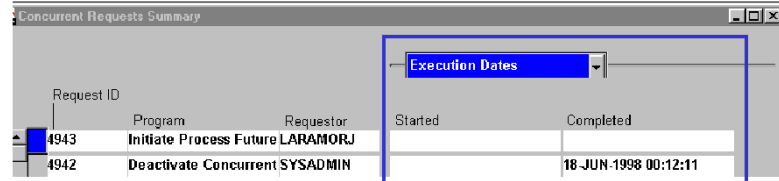


The table that follows indicates what information is available through each menu item, and which request processing options can be edited.

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## Viewing a Requested Report, Continued

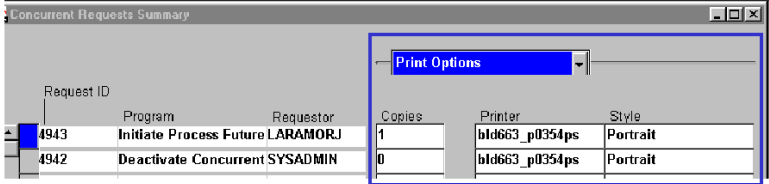
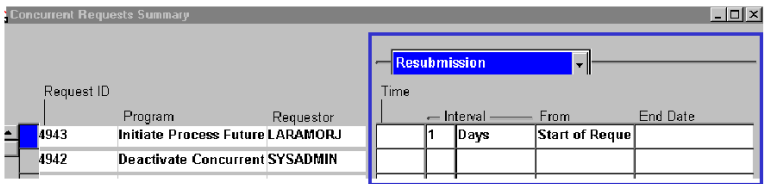
### Viewing Information in the Concurrent Requests Summary Window (continued)

Drop-Down Menu Item	Information Displayed
<i>Details</i>	<p>This is the default region that displays automatically when you navigate to the <b>Concurrent Requests</b> Window. In the details region you will see the phase and status of the request, the request ID of the parent request if the request is part of a request set, and the priority of the request.</p> 
<i>Request Dates</i>	<p>If you click <i>Request Dates</i> from the drop-down menu, you will see when the request was submitted and when it is scheduled to start.</p> <p>You can alter the start time of a request from within this window if it has not yet started (edit the data field and then save the change).</p> 
<i>Execution Dates</i>	<p>If you click <i>Execution Dates</i> from the drop-down menu, you will see when the request started and when it completed.</p> 

*Continued on next page*

## Viewing a Requested Report, Continued

### Viewing Information in the Concurrent Requests Summary Window (continued)

Drop-Down Menu Item	Information Displayed
<b><i>Print Options</i></b>	<p>If you click <b><i>Print Options</i></b> from the drop-down menu, you will see the number of copies that will print, the name of the printer, and the print style of the output.</p> <p>If the request has not yet started, you can edit the print information from within this window (edit the data field and then save the change).</p> 
<b><i>Resubmission</i></b>	<p>If you click <b><i>Resubmission</i></b> from the drop-down menu, you will see resubmission information for each request.</p> <p>If a request has not yet run, you can specify a time when the request should be resubmitted, or an interval for resubmission. You can also specify an end date. From within this window, edit the data field and then save the change.</p> 

*Continued on next page*

## Viewing a Requested Report, Continued

### Viewing a Complete Summary for a Single Request

If you want to see a complete summary of information for just one request, you can do so without having to click through each alternative region. To do so:

In the **Concurrent Requests Summary Window**,

- Click the current record indicator box of the request.

*Or*

- Click in any data field of the request, then click **<Open>**.

#### ◆ Example:

Current Record Indicator	Request ID	Request Description	Program	Phase	Status	Priority
	4941	Periodic Alert Schedule	WETHD	Pending	Scheduled	50
→	4940	Notification of Person	MOYL	Completed	Normal	9
	4939	Priority Special Placer	MOYL	Completed	Error	50

The **Concurrent Requests Window** displays.

#### ◆ Example:

**Concurrent Requests**

Request ID: **4940**      Program: **Notification of Personnel Action**      Requestor: **MOYL**

---

**Details**

Phase: **Completed**      Status: **Normal**

Parent: **4940**      Priority: **9**

☐ Run Alone      ☐ Sequential      ☒ Enabled

Parameters: **(Secured)**

Completion Message: **Normal completion**

---

**Dates**

Submitted: **17-JUN-1998 17:10:39**

To Start: **17-JUN-1998 17:10:39**

Started: **17-JUN-1998 17:10:49**

Completed: **17-JUN-1998 17:10:57**

---

**Resubmission**

Time:

Interval:

From:

End Date:

---

**Printing**

☒ Save Output

Printer: **bld663\_p0354ps**

Copies: **1**

Style: **CIV, portrait, letter, 12 cpi**

You can also change the options for a request in this window, by editing the data field(s) and then saving the changes (see *Changing Request Options*).

*Continued on next page*

## Viewing a Requested Report, Continued

### Phase and Status

A concurrent request has a life cycle consisting of the following phases:

- Pending
- Running
- Completed
- Inactive

During each phase, a request has a specific condition or status.

The **Concurrent Request Summary** Window (*Details* alternative region) and the **Concurrent Requests** Window display a phase and status summary for each concurrent request listed.

The table below lists each phase/status combination and describes its meaning.

Phase	Status	Meaning
Pending	Normal	Request is waiting in queue to run. To view your request's position: in the <b>Concurrent Requests Summary</b> Window, click the request record, then click <b>Special</b> → <b>Managers</b> from the Main Menu Bar.
	Standby	Program to run the request is incompatible with other program(s) currently running.
	Scheduled	Request is scheduled to start at a future time or date.
	Waiting	A "child" request is waiting for its "parent" request to mark it ready to run. For example, a request in a request set that runs sequentially must wait for a prior request to complete.
Running	Normal	Request is running normally.
	Paused	"Parent" request pauses for all its "child" requests to finish running. For example, a request set pauses for all requests in the set to complete.
	Resuming	All requests submitted by the same "parent" request (in a request set) have completed running. The parent request resumes running.
	Terminating	Request has been canceled (via Cancel Request button).

*Continued on next page*



## Viewing a Requested Report, Continued

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### Phase and Status (continued)

Phase	Status	Meaning
Completed	Normal	Request completed successfully.
	Error	Request failed to complete successfully. To view a message explaining why it did not complete in the <b>Concurrent Requests Summary</b> Window, click the request record, then click <b>Special</b> → <b>Request Diagnostics</b> from the Main Menu Bar.
	Warning	Request completed with warnings.
	Canceled	Pending or inactive request has been canceled (via Cancel Request button).
Inactive	Disabled	Program to run request is not enabled. Contact your system administrator.
	On Hold	Pending request has been placed on hold (via Hold Request button).
	No Manager	No manager is defined to run the request. Check with your system administrator.

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## Viewing a Requested Report, Continued

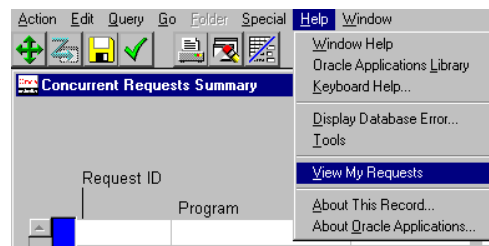
### The Requests Window

You can use the **Requests** Window to view a list of all of your concurrent requests that are scheduled to run in the next 24 hours, have completed within the past 24 hours, or are currently running.

The **Requests** Window lists each request by request ID and displays the phase, status, Program (Report) Name, and parameters used to run the request.

To access the **Requests** Window follow this navigation path:

**Navigation List** → *Processes and Reports* → *View Requests* → **<Open>**.  
The **Concurrent Requests Summary** Window displays. Click **Help** → **View My Requests** from the Main Menu Bar.



**Requests Window Data**

Request ID	Phase	Status	Program Name	Parameters
4963	Pending	Scheduled	VETS-100 Veterans Employ	101, 03-MAR-1998, 05-MAR-1998,

**Requests Window Buttons**

Request Log	Report	Diagnostics
-------------	--------	-------------

↑ Click to display a log of how a request ran  
 ↑ Click to display the output of a successfully completed request  
 ↑ Click to display when a request completed or diagnostic messages if it did not complete

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## Viewing a Requested Report, Continued

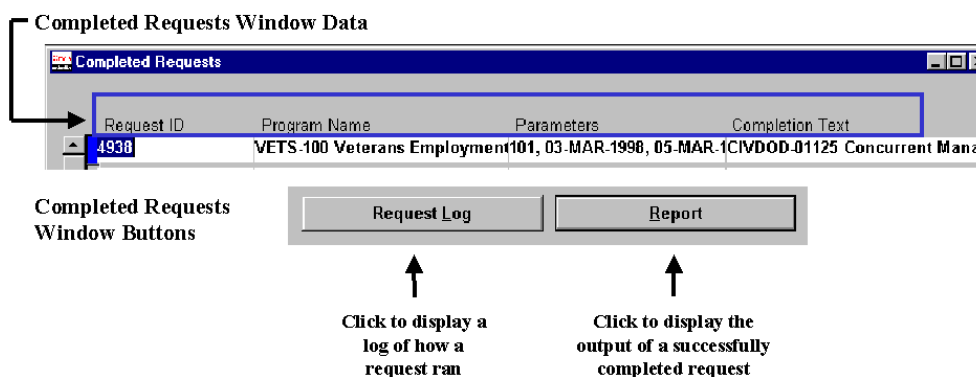
### The Completed Requests Window

You can use the **Completed Requests** Window to view a list of all of your *completed* concurrent requests.

The **Completed Requests** Window lists each completed request by request ID, Program (Report) Name, and parameters and completion text.

To access the **Completed Requests** Window follow this navigation path:

**Navigation List** → *Processes and Reports* → *View Reports*.

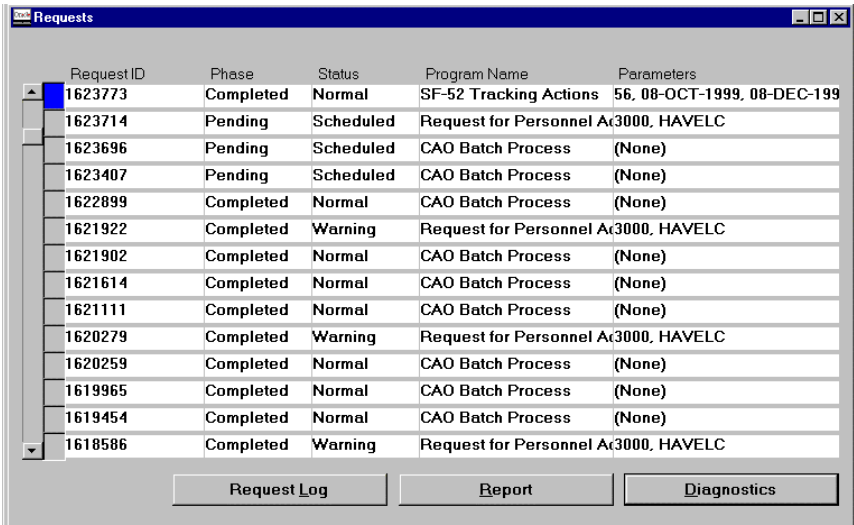



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## Viewing a Requested Report, Continued

### Viewing Your Requests

You may need to see if your request is running, or if it is completed, or if there are errors.

Step	Action
1	<p>Click <b>H</b>elp on the Main Menu Bar, then click <b>V</b>iew My Requests. The <b>Requests</b> Window displays with five columns. The <i>Phase</i> column indicates if the report is Running, on Stand by, Completed, etc. The <i>Status</i> column indicates if it is in Normal, Warning, or Error.</p> 
2	<p>Click <b>&lt;D</b>iagnostics if you have problems. The <b>Request Diagnostics</b> Window displays and provides an explanation.</p> 
3	Talk to your system administrator if you need assistance.

# Changing Request Options

## Purpose

You can change the processing or print options of a request if the request has not yet started running.











## Changing Request Options

Step	Action
1	<p>Navigate to the <b>Concurrent Requests Summary</b> Window:</p> <ul style="list-style-type: none"> <li>From the <b>Navigation List</b>, click <i>Processes and Reports</i> → <i>View Requests</i> → <b>&lt;Open&gt;</b>.</li> </ul> <p>The <b>Concurrent Requests Summary</b> Window displays.</p>
2	<p>Query for Your Request:</p> <ul style="list-style-type: none"> <li>Click <b>Q</b>uery → <b>E</b>nter from the Main Menu Bar.</li> <li><i>Or</i></li> <li>Click <b>[F7]</b>.</li> <li>Type search data in one of the data fields, using the percent sign (%) wildcard character if needed.</li> <li>Click <b>Q</b>uery → <b>R</b>un from the Main Menu Bar.</li> <li><i>Or</i></li> <li>Click <b>[F8]</b>.</li> </ul>
3	Click the request record you want to change.

*Continued on next page*

## Changing Request Options, Continued

### Changing Request Options (continued)




Step	Action								
4	<p>Follow the procedures below, depending on what change you want to make:</p> <table> <tr> <th>To...</th><th>Do This...</th></tr> <tr> <td><b>Place a hold on a request</b></td><td> <p>Click </p> <p>A request on hold does not run until you take it off hold.</p> <p>Notice that the <b>Hold Request</b> button has been replaced with a <b>Remove Hold</b> button.</p> </td></tr> <tr> <td><b>Remove a hold on a request</b></td><td> <p>Click </p> <p>(If your cursor is on a request that has been put on hold, the <b>Hold Request</b> button is replaced with a <b>Remove Hold</b> button.)</p> </td></tr> <tr> <td> <b>Change the:</b> <ul style="list-style-type: none"> <li>Start date and time</li> <li>Print options</li> <li>Resubmission options</li> </ul> </td><td> <ol style="list-style-type: none"> <li>Click  to navigate to the <b>Concurrent Requests</b> Window.</li> <li>Edit the data in the <i>To Start</i> data field of the <i>Printing</i> region.</li> </ol> </td></tr> </table>	To...	Do This...	<b>Place a hold on a request</b>	<p>Click </p> <p>A request on hold does not run until you take it off hold.</p> <p>Notice that the <b>Hold Request</b> button has been replaced with a <b>Remove Hold</b> button.</p>	<b>Remove a hold on a request</b>	<p>Click </p> <p>(If your cursor is on a request that has been put on hold, the <b>Hold Request</b> button is replaced with a <b>Remove Hold</b> button.)</p>	<b>Change the:</b> <ul style="list-style-type: none"> <li>Start date and time</li> <li>Print options</li> <li>Resubmission options</li> </ul>	<ol style="list-style-type: none"> <li>Click  to navigate to the <b>Concurrent Requests</b> Window.</li> <li>Edit the data in the <i>To Start</i> data field of the <i>Printing</i> region.</li> </ol>
To...	Do This...								
<b>Place a hold on a request</b>	<p>Click </p> <p>A request on hold does not run until you take it off hold.</p> <p>Notice that the <b>Hold Request</b> button has been replaced with a <b>Remove Hold</b> button.</p>								
<b>Remove a hold on a request</b>	<p>Click </p> <p>(If your cursor is on a request that has been put on hold, the <b>Hold Request</b> button is replaced with a <b>Remove Hold</b> button.)</p>								
<b>Change the:</b> <ul style="list-style-type: none"> <li>Start date and time</li> <li>Print options</li> <li>Resubmission options</li> </ul>	<ol style="list-style-type: none"> <li>Click  to navigate to the <b>Concurrent Requests</b> Window.</li> <li>Edit the data in the <i>To Start</i> data field of the <i>Printing</i> region.</li> </ol>								
5	<p>Click <b>Save</b>  on the Toolbar</p> <p>OR</p> <p><b>A</b>ction → <b>S</b>ave on the Main Menu Bar.</p>								

## Canceling Requests

### Purpose

You can cancel a request if the request has not completed running.

### Canceling a Request/ Resubmission

Step	Action
1	Navigate to the <b>Concurrent Requests Summary</b> Window: <ul style="list-style-type: none"> <li>From the <b>Navigation List</b>, click <i>Processes and Reports</i> → <i>View Requests</i> → &lt;Open&gt;.</li> </ul> The <b>Concurrent Requests Summary</b> Window displays.
2	Query for the Request you want to cancel: <ul style="list-style-type: none"> <li>Click <b>Q</b>uery → <b>E</b>nter from the Main Menu Bar or click [F7].</li> <li>Type search data in one of the data fields, using the percent sign (%) wildcard character if needed.</li> <li>Click <b>Q</b>uery → <b>R</b>un from the Main Menu Bar or click [F8].</li> </ul>
3	Click the request record you want to cancel.
4	Click  .
5	Click <b>S</b> ave  on the Toolbar or <b>A</b> ction → <b>S</b> ave on the Main Menu Bar.  The request will not be canceled until you save the action.   <b>Note:</b> If the request you canceled is in the Running phase, the current run stops but the resubmission does not. Follow the procedure in step 6 to cancel resubmissions.

### Canceling a Resubmission

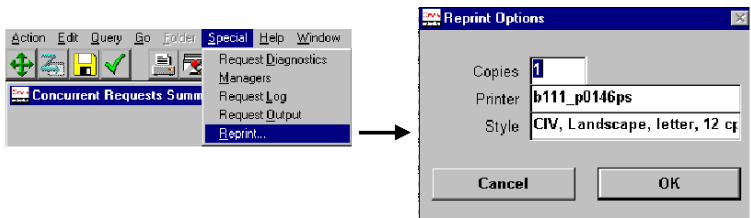

Step	Action
1	If the request you canceled is in the Running phase, the current run stops but the resubmission does not. <b>To cancel resubmissions:</b>  Click <b>Resubmission</b> from the alternative region drop-down menu in the <b>Concurrent Request Summary</b> Window.
2	Change the data in the <b>Interval</b> data field of the request to “0”. <i>Or</i> Change the <b>End Date</b> to a date that has passed.

# Reprinting Requests

## Purpose

To provide information to reprint the output, after a request is run.

## Reprinting a Request

Step	Action
1	<p>Navigate to the <b>Concurrent Requests Summary</b> Window:</p> <ul style="list-style-type: none"> <li>From the <b>Navigation List</b>, click <i>Processes and Reports</i> → <i>View Requests</i> → <b>&lt;Open&gt;</b>.</li> </ul> <p>The <b>Concurrent Requests Summary</b> Window displays.</p>
2	<p>Query for the Request you want to reprint:</p> <ul style="list-style-type: none"> <li>Click <b>Query</b> → <b>Enter</b> from the Main Menu Bar or click <b>[F7]</b>.</li> <li>Type search data in one of the data fields, using the percent sign (%) wildcard character if needed.</li> </ul> <p>Click <b>Query</b> → <b>Run</b> from the Main Menu Bar or click <b>[F8]</b>.</p>
3	Click the request record you want to reprint.
4	<p>Click <b>Special</b> → <b>Reprint...</b> from the Main Menu Bar.</p> <p>A <b>Reprint Options</b> Window displays.</p> 
5	Select the printing options you desire and click <b>&lt;OK&gt;</b> .
6	Click <b>Save</b>  on the Toolbar or <b>Action</b> → <b>Save</b> from the Main Menu Bar.